



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-38

23 June 2004

"PERSONAL" HOLIDAY FOR TECHNICIANS

1. Reference TAAI 04-31, dated 16 June 2004, subject New Holiday Schedule for 2004, and TAAI 04-34, dated 17 June 2004, subject Revocation of TAAI 04-31.
2. The Directorate for Human Resources has been notified by several units that based on TAAI 04-31 technicians scheduled and have already taken a "personal holiday." They were unaware that the TAAI authorizing a "personal holiday" had been revoked.
3. Technicians that utilized the revoked "personal holiday," must be in an approved leave status. Supervisors will use the following three options to ensure their employees are in the appropriate status.
 - a. Submit a Standard Form (SF) 52, Request for Personnel Action, requesting a Time-Off Award for 8 hours.
 - b. Submit an Office of Personnel Management Form (OPM) 71, Application for Leave, requesting annual leave.
 - c. Submit an Office of Personnel Management Form (OPM) 71, Application for Leave, requesting compensatory time off.
4. If you have any questions, contact Nancy Hamilton, Human Resources Specialist, at CAGNET 63411, DSN 466-3411, or (916) 854-3411.


STUART D. EWING
Captain, CA ANG
Deputy, Human Resources Officer

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